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STUDY MATERIAL COMPILED BY YUMMY CONCEPT

PROPERTIES TEAM

OFFICE: OPP ANGLICAN CHURCH

CONTACT: 08068777507

COURSE CODE: GNS 113

COURSE TITLE: USES OF LIBRARY AND STUDY

TECHNIQUES

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LAWS OF RANGANATHAN

- * Books are for use
- * Every reader his (or her) book
- * Every book its reader
- * Save the time of the reader
- * The library is a growing organism.

Definition of a library

A library is an organized institution or collection that acquires, processes, preserves, and makes available various information resources such as books, journals, magazines, newspapers, manuscripts, maps, audio-visual materials, and digital media for the purpose of education, research, information, and recreation.

It is managed by trained personnel known as librarians, who assist users in locating and using information effectively. A library may exist in physical, digital, or hybrid form and serves as a center for learning, intellectual development, and knowledge preservation within a society.

Libraries are similar in function but have different objectives based on the /mission of their parent institution. They are categorized according to their purpose and content. The establishment of a particular type of library depends on the nature of collection and the user community it intends to serve. Libraries are majorly grouped into the following types:

1. Academic libraries
2. School libraries
3. National libraries
4. Public libraries
5. Special libraries
6. Private libraries
7. Virtual libraries

ACADEMIC LIBRARIES

Academic library is a generic term used to refer to libraries established in the institutions of higher learning such as universities, polytechnics, colleges of education, and other tertiary institutions. This type of library performs and supports academic objectives of the parent institution which is anchored on teaching, learning and research.

Therefore, the primary goals of academic libraries are to meet the information needs of the staff, students, host community and the global community at large.

For example, if a tertiary institution is offering degree, diploma and certificate courses, it is expected that its library should provide adequate information resources relevant to the subject that suits each level of the institutions academic programmes which is a fulfillment of their curricula needs.

FUNCTIONS OF ACADEMIC LIBRARIES

The following are the general functions of academic libraries.

1. To provide information materials (print and non-print) required for the academic programmes of the parent institution (university, etc.).
2. Provision of information materials in support of learning process of students' course work, term papers and projects.
3. Provision of information resources that supports the information needs of faculty, and postgraduate students who are carrying out research work.
4. Provision of information materials that assists the library users for recreation and self-development.

5. Cooperation with other academic libraries in order to develop a network of resources for improved information services.

6. Provision of conducive accommodation for study and research.

UNIVERSITY LIBRARY

A university library is a kind of academic library that serves the information needs of the university community through provision of information resources that supports learning, teaching and research. The university library is usually centrally located where students can access the library with ease.

The primary aim of a university library is to promote and support the objectives of the university which is based on learning, teaching, research and services.

The library is highly regarded as the heart and brain box of the intellectual activities of the university. Aina (2004) asserts that the quality of a university is measured by the services provided by the library because of its unique position in the over-all university system.

The users of a university library are students, researchers, teaching and non-teaching staff and the host community where the university is located. The university library endeavours to meet the information needs of all these users.

SCHOOL LIBRARIES (MEDIA RESOURCE CENTRES)

These are libraries established in nursery, primary and secondary schools to aid and support learning and teaching. The main purpose of establishing school libraries is to meet the information needs of the pupils, students and staff of the schools. A school library is managed by a school librarian or media specialist.

A school library collection contains books, periodicals, toys and educational media suitable for any pupil's grade level. Most school libraries in Nigeria lack basic reading materials and qualified librarians to manage the library due to lack of funds and attention.

The main objectives of school libraries are to promote and encourage reading habits of the pupils, develop and improve pupils' and students' ability to learn to become independent learners and also imbibe in them the zeal for self-development.

UNIVERSITY LIBRARY

A university library is an academic and information center established within a university to support teaching, learning, research, and community service. It is a structured collection of books, journals, newspapers, magazines, manuscripts, theses, digital resources, and other information materials organized systematically

for easy access and use by students, lecturers, researchers, and staff of the university.

The university library also provides a wide range of services such as reference services, lending services, research support, information literacy training, access to electronic databases, and quiet study environments. Its major purpose is to promote academic excellence by supplying accurate, current, and relevant information needed for intellectual development and scholarly achievement.

SCHOOL LIBRARY

A school library is a specialized information and resource center established within a primary or secondary school to support teaching, learning, research, and the overall educational development of students and teachers. It is a place where a wide variety of information resources such as textbooks, storybooks, reference books, journals, maps, charts, audio-visual materials, and digital resources are carefully selected, organized, preserved, and made accessible for educational use.

The school library plays an important role in promoting reading culture, improving literacy skills, encouraging independent study, and developing critical thinking among students. It also supports teachers by providing instructional materials that help in lesson preparation, classroom teaching, and professional development.

NATIONAL LIBRARY

A national library is the central and most important library of a country, established and maintained by the government to collect, preserve, organize, and make available all publications produced within the nation as well as important works from other countries that relate to its people, history, culture, and development.

It serves as the official repository of a nation's intellectual heritage, ensuring that books, newspapers, maps, manuscripts, government documents, and other information materials are preserved permanently for present and future generations.

Expanded Explanation

A national library performs the following key roles:

- It receives legal deposit copies of all books and published materials produced in the country.
- It acts as the main reference library for serious research.
- It promotes national culture, history, and identity.
- It coordinates and supports the development of other libraries within the country.
- It preserves rare, old, and valuable documents of national importance.

PUBLIC LIBRARY

A public library is a community-based information center established, funded, and maintained by government authorities (local, state, or national) to provide free or low-cost access to information, education, and recreational reading materials for all members of the public, regardless of age, religion, educational level, or social status.

It is designed to support lifelong learning, promote literacy, encourage research, preserve local culture, and provide access to print and digital resources such as books, newspapers, magazines, internet services, audio-visual materials, and reference services. Public libraries also serve as community hubs where people can attend educational programs, workshops, exhibitions, and civic activities

Functions of public libraries

1. Education
2. Promotion and presentation of culture
3. Provision of information
4. Creation of Relaxation and recreational centres

SPECIAL LIBRARY

Special libraries are those libraries established to meet the information needs of a particular organization through the provision of specialized information resources and services to the staff based on the objectives of the parent organization.

They are usually established by research institutes, professional bodies, government agencies, industries, financial institutions, etc.

PRIVATE LIBRARIES

A private library is a library that is owned, funded, and maintained by an individual, family, organization, institution, or corporate body, rather than by the government, and its use is usually restricted to a specific group of people instead of being open to the general public.

VIRTUAL LIBRARY

A virtual library is a modern, technology-based library system that provides access to a wide range of information resources and services through digital platforms and the internet, without requiring users to be physically present in a traditional library building. It is a collection of digital materials such as e-books, e-journals, online databases, audio and video resources, research articles, newspapers, and other electronic information sources that can be accessed anytime and anywhere using computers, smartphones, or other internet-enabled devices.

Advantages of Virtual Libraries

Riccio (2001) outlined the advantages and disadvantages of virtual libraries. The following are the advantages of virtual libraries.

- * It saves and/or reduces the physical space taken up by library materials.
- * It often adds and enhanced searching capabilities in a digital format.
- * The library materials are available at the user's desktop, regardless of where the user is physically located.
- * It allows for the inclusion of materials only available on the Internet or in digital format.
- * It provides the user with the capability to download and manipulate text.
- * It often allows for multiple, concurrent users.
- * It eliminates the problem of a book being missing or off the shelf.
- * It is less labour intensive.

Disadvantages of Virtual Libraries

- * Every product has its own distinct user interface.
- * Users need to remember different passwords for different products.
- * The scope of coverage and available archives is often limited.
- * There are often difficulties with downloading or printing.
- * Often there is no cost savings, especially when both the virtual and print products are maintained.[SEP]Everything is not available in digital format.
- * Here are restrictions, which vary from vendor to vendor, on how the product can be used.
- * The virtual library relies on power and computer networks in order to be available for use.
- * Users can't spread everything out in front of them and use it all at once.
- * Some users are most comfortable using books.

SECTIONS IN THE LIBRARY

1. ADMINISTRATIVE SECTION

This section is charged with the responsibility of managing, leading, controlling, supervising and coordinating all library affairs including employees and other resources. They carry out decisions of the Library Board. In university libraries, this section is headed by the University Librarian in conjunction with the Library Committee to formulate the library's policies. The policies include regulations which govern the operations of the library such as provision of resource materials, opening hours, number of books to be borrowed and the loan period. They also define the type of work to be carried out in the library. Library administration involves planning, organizing, controlling, leading and motivating staff and other library resources towards achieving set goals.

2. ACQUISITION SECTION

Library materials (book and non-book) are selected and acquired by the acquisition section. This section oversees all processes involved in obtaining library resources such as selection, ordering and receiving. It is headed by an acquisition librarian.

In big libraries, the acquisition unit houses sub units including collection development unit, bibliographic checking unit, ordering, receiving and invoice, processing unit, and gift and exchange unit. Library materials may be acquired through purchase, donations, gifts, exchange and legal deposit. Legal deposit here means that by the National Library Decree, publishers are required to deposit a number of copies of their published books in the country to the National Library of Nigeria.

3. CATALOGUING SECTION

The cataloguing section is responsible for bibliographic control of library collection. It sees to cataloguing and classification of library materials.

Cataloguing is a generic name for cataloguing and classification; both are systematic ways of organizing library resources received from the acquisition section. Cataloguing entails, the physical description of a book by author, title, imprint (publisher, date of publication, place of publication), collation (pagination, illustration etc.) while classification means grouping library materials with similar characteristics such as subject and call number together and assigning a notation mark. Staff of this section i.e. cataloguers prepare card catalogue and assign call number to information materials.

This section is also responsible for maintaining the library catalogue which could be in form of card catalogue, or Online Public Access Catalogue

4. SERIALS SECTION

This section is responsible for the management of periodicals/serials such as journals, magazines, newspapers, inaugural lectures, government publications and other periodicals. This unit is managed by a serial librarian who selects, orders, receives and processes serial publications.

5. READERS' SERVICES SECTION

This section is charged with the responsibility of executing one of the primary functions of a library which is making information materials available to users within minimum time period to meet users' information need. Readers' services section is typically the image maker of any library.

6. REFERENCE SECTION

The reference section is very important in carrying out any library's mandate, by disseminating information to users, answering reference questions and provides

bibliographic services to library users. It is headed by a reference librarian who manages all reference resources. This unit houses library materials meant for consultation only and not for lending out. Some of the reference sources found in this section include encyclopedias, dictionaries, handbooks, manuals, yearbooks, directories, biographies, bibliographies, atlases and gazetteers and so on.

7. AUDIO-VISUAL SECTION

This section houses, organizes, preserves and disseminates audio-visual also known as non- print materials such as tapes/cassette, microforms, film strips, slides, video tapes, transparencies, video tapes etc. This section also houses electronic devices used in accessing the content of these materials. Audio-visual materials convey meaning through the use of three senses namely: sight, hearing and feeling.

Non-print materials can be classified into two main types namely:

microforms and audio-visual resources.

- . Microforms - This refers to any storage or communication media that is made up of images too small to be read with the naked eyes and therefore requires a special reader. There are four types of microforms- the red microform, microfiche, micro-card and microprint. Microforms are used primarily as information storage media.
- Audio-visual materials - Audio-visual materials appeal to human's sense of sight and hearing. They serve as teaching and learning aids that can be used by teachers and students respectively.
 - ❖ Audio resources - These are instructional devices that can be heard but not seen. They apply to the sense of hearing. Examples include: tape recorders, audio tapes, audio cassettes, audio CDs, phone records, etc.
 - ❖ Visual resources - These are instructional devices that can be seen but not heard. These apply only to the sense of sight. They could be projected, such as filmstrips, slides, or non-projected such as pictures, drawings, paintings etc. They include hardware such as record players, tape recorders and radio or software such as tapes, cassettes, records, phonographs, drawings, etc.

- ❖ Audio-visual resources - These are instructional devices that can be heard and seen at the same time. They apply both to the sense of sight and hearing. Audio-visuals come in different formats which include video recordings, motion picture films, VCDs, videotapes, etc.

REPROGRAPHIC SECTION

The reprographic section of the library reproduces materials through photocopying, microfilming, duplicating and so on. This section is made up of:

- ❖ **Binding section** - This section carries out in-house binding of library materials and ensures proper maintenance of library's collection. This binding section rebinds books with broken spine, replaces those with soft paperback with hard cover binding, and binds back issues of newspapers, magazines and journals.

Users can also send their personal books and projects for binding at the binding section for a price.

❖ **Printing and Photocopy section:** This section handles all printing and photocopying work in the library. It photocopies library materials for users. It ensures proper handling of library materials during photocopy and maintains photocopy restrictions stated in the library's manual.

INFORMATION TECHNOLOGY SECTION

This section manages all digital library collections and provides automated and digital library services. The unit is usually headed by the Information Technology or System librarian. The unit is responsible for creating, managing and maintaining the Library Management System, library website and the Institutional repository.

They offer services including (Web Online Public Access Catalogue (WEBOPAC)

SPECIAL COLLECTIONS

This section holds projects, dissertations and theses of students undertaking degree programs in the University. In Babcock University library, users are allowed to use these materials in-house, that is, they cannot take these materials outside the library

ARCHIVES AND DOCUMENTS SECTION

Archive is a collection or records or documents with lasting value that are important to individuals and organizations. This section in Babcock University library holds materials including special publications, government publications, reports, bulletins, inaugural lectures, convocation proceedings and lectures from Babcock University.

It is an important section of a library that needs to be developed.

There may be other sections in a library that are not mentioned here. Each library establishes its sections according to its needs and desires.

1. Evaluation of information is essential to conducting quality research means
 - a. Finding
 - b. Critical Thinking**
 - c. Survey
 - d. Appraisal
2. Type of library is responsible for issuing ISBN.
 - A. Private Library
 - b. Special Library
 - c. National Library**
 - d. State Library
3. Otunba Gbenga Daniel Library is a/an
 - a. Academic Library**
 - B. Private Library
 - c. Public Library
 - d. School Library

4. Binding of final year project is to services

A. Technical

B. Serial

c. Reserve

d. Circulation

5. O.G.D Library uses ___ Catalog type

. a. Book

b. Card

c. Sheaf

d. Electronic

6. According to UNESCO,

A is a publication consisting of 49 or more pages.

a. Project

b. Journal

c. Article

d. BOOK

7. AGORA means

a. Access to Global Online Research in Agriculture

b. Active Global Online Research of Articles

c. Acceptable Online Research Application

d. Application to Global Online Research Access

8. AJOL means

a. African Journalist of Language

b. African Journals Online

c. Access to Journal Online

d. Allow Journal Online

9. Directions includes all EXCEPT

- a. www.yahoo.com
- b. www.lycos.com
- c. www.infoseek.com
- d. www.Ask.Com**

10. Borrowing a book from a cooperating library is ____.

- a. Lending
- b. Book loaning
- c. Inter Library Loans**
- d. Interlibrary borrowing

11. ____ is a pointer of information.

- a. Table of Content**
- b. Index
- C. appendices

D. biography

12. ___ is a brief summary of findings, of not more than 250 words.

a. Article

b. Short Message

c. Abstract

d. Thesis

13. Which is odd from the following.

a. Questionnaire

b. Surveys

c. Interview

d. Monologue

14. Copy of other people's work without their consent is ___.

a. Plagiarism

b. Copyright

c. Patent right

d. Trademark

15. The right to prevent people from copying their work which has been created by intellectual effort is ____.

a. Plagiarism

b. Copyright

c. Patent right

d. Trademark

16. Copyright protects not ____.

a. Book

b. Articles

c. Photographs

d. Speech

17. ____ is the process of looking at visual representation to get meaning from a written word.

a. Skimming

b. Glancing

c. Reading

d. Surfing

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